



King Fahad  
Academy

**KING FAHAD ACADEMY**

# **ATTENDANCE POLICY**

Reviewed: March 2020

Next Review: March 2023

Reviewed by: Primary Pastoral Deputy Head

Approved by: Director General

## INTRODUCTION

The King Fahad Academy encourages all parents/carers to work with the Academy in order to ensure high levels of attendance and punctuality in light of the expectation that **“parents have the primary responsibility to ensure that pupils of compulsory school age attend school regularly” (DfE 1999).**

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from Academy frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at the Academy, have missed two whole terms of learning.

This policy applies to all children registered at this Academy and this policy is made available to all parents/carers of pupils that are registered at the Academy on our website.

### **Aims & Objectives**

Through this policy we aim to:

- Promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued, and encourage in pupils a sense of their own responsibility
- Raise pupils’ achievement by ensuring high levels of attendance and punctuality.
- For pupils to achieve a minimum of 95% attendance and punctuality, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the Academy.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child’s education.
- Ensure that our policy applies to PRE-KG children in order to promote good habits at an early age.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement in this regard and dealing with difficulties.
- Recognise the key role of all staff in promoting good attendance.

### **Responsibility of Parents/Carers**

#### **Punctuality**

It is the parent/carers’ responsibility:

- To ensure that their children arrive to Academy on time **(by 8.45am)**. Gates open at 8:30am until 8:45am. This is sufficient time for all pupils to get to their registration classroom on time.
- To ensure children who are late after 8:45am report to the Academy office to sign in. Records are kept of the pupils that are late with an L code in the register. Any child that arrives after 9:20am (Y1-Y13) and 9:30am (EYFS) will be marked with a U code, equivalent to an unauthorised absence.
- To ensure that children are collected promptly at the end of the Academy day and that necessary arrangements are in place for the journey home. If these differ from the child’s normal arrangements, the class / form teacher and Academy office should be made aware of this.
- The Academy day finishes at 3.40pm for all year groups except EYFS – their day finishes at 3.30pm and all children should be collected at that time Monday to Friday.
- Children being persistently picked up later than 4.30pm will incur a graduated charge per child.

## **Absences**

It is the parent/carer's responsibility:

- To notify the Academy on the first day of absence by 9:00am. Parents can report an absence by telephoning the Academy office or emailing the Academy Secretary.
- To provide medical evidence where possible if the absence relates to medical or health reasons, on the child's return to Academy.
- To ensure that as far as possible, medical appointments are arranged for outside Academy hours. Where this is not possible, parents are expected to provide evidence of the appointment in advance, and the child should attend Academy before/after the appointment.
- To liaise with the Academy as soon as possible regarding any specific issues that might cause absence or lateness, e.g. a sick parent/carer.

**An automated message will be sent by text at 10.30am if a pupil has not been registered.**

## **Illness/Medical absences**

In addition to the points above, if a pupil is repeatedly absent due to illness, the Academy may request medical evidence for further absences. This can take the form of a GP appointment card, a consultant letter, a copy of a prescription etc. The Academy will automatically request medical evidence for any illness absence taken immediately before or after an Academy holiday.

## **Absence for Holidays**

Parents/carers are expected to take their children on holiday during the Academy holidays to minimise the impact of missing education. If there are exceptional circumstances, parents/carers must complete a leave of absence request form in advance of the trip (ideally at least 2 weeks prior) providing evidence. These requests will be considered on a case-by-case basis by the Head Teacher. UK Government guidance is quite clear that permission should be granted only in the most exceptional of circumstances.

It is the parent/carer's responsibility:

- To obtain a leave of absence form from the Academy office.
- To complete and submit the form in advance of the period of absence (ideally 2 weeks prior).

If parents/carers decide to take a holiday without the Head of School's authorisation, the child's absences will be marked as unauthorised. Charges will be levied for unauthorised holiday absence during term time and the Local Authority will be notified.

## **Absence for Other Reasons**

Absences for reasons such as religious observance (up to 2 days per year) or close family bereavement *may* be authorised by the Head teacher. These requests must be discussed with the Academy. Absences for close family members' weddings or funerals will be limited to one day's authorised absence, if granted.

It is the parent/carer's responsibility:

- To inform the office, in writing, of the need for leave in circumstances which are known in advance.
- To inform the Academy as soon as possible when sudden circumstances occur which prevent a family bringing a child to Academy, so that the appropriate code can be recorded in the register.

### **Unexplained Absence**

When a pupil is repeatedly absent and no satisfactory reason is given, the parent/carers will be investigated and may be liable for prosecution and/or a fine from the Local Authority. Regular monitoring is carried out by the Pastoral Team. Pupils who have repeated unauthorised absences, holidays or otherwise, will be contacted by the Deputy Head Pastoral and may be invited into an attendance meeting to discuss absences and any appropriate support.

### **Role of the Pastoral Team**

- To investigate absence which exceeds more than 10%, and to hold meetings with these parents as required.
- To investigate lateness which exceeds more than 5%.
- To investigate any unexplained absence which exceeds more than 5 consecutive days.
- To ensure parents are aware of their legal duty under the Education Act to ensure their children attend the Academy.
- To refer cases to the Local Authority for prosecution where persistent absenteeism has not improved despite thorough intervention and support from the Academy and the Deputy Head Pastoral.
- To report accurate whole Academy and individual attendance data when required.

### **Children Missing in Education**

School Secretaries will attempt to make contact with parents in the event of an unexplained absence. However, if a pupil has an unexplained absence for at least 3 consecutive days, the Deputy Head Pastoral will be notified. A home visit may be carried out. If the absence continues for a total of 10 days, the family will be referred as a CME case for the Local Authority.

### **Persistent Latecomers**

Pupils who repeatedly attend the Academy late after 8:45am will be brought to the attention of the relevant Deputy Head Pastoral.

Parents/carers should note that children who arrive late after 9:20am (Y1 – Y13) and 9:30am (EYFS) are given a 'U' code, which is the equivalent of an unauthorised absence and this will affect the child's attendance record. The Academy has a graduated response to persistent lateness which includes written requests to parents, meeting with parents, support for parents and eventually a fixed charge to parents for each child who is persistently late. It is expected that parents will respond to the encouragement and support offered by the Academy so that the levying of a fixed charge will not be necessary.